



Basic Details

Organisation Chain	Department of Health Research Indian Council of Medical Research		
Tender Reference Number	Gen/06/2024-2025		
Tender ID	2024_DoHR_782343_1		
Tender Type	Open Tender	Form of contract	Rate Contract
Tender Category	Services	No. of Covers	2
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical Bid
2	Finance	.xls	Financial Bid

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	Tender for Laundry Services for ICMR-NIRRH and Clinics				
Work Description	Tender for Laundry Services for ICMR-NIRRH and Clinics				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹	3,00,000	Product Category	Miscellaneous Services	Sub category	Oursourcing of Laundry Services
Contract Type	Rate Contract	Bid Validity(Days)	90	Period Of Work(Days)	365
Location	Mumbai	Pincode	400012	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Mumbai

Critical Dates

Publish Date	19-Dec-2024 04:40 PM	Bid Opening Date	13-Jan-2025 11:00 AM
Document Download / Sale Start Date	19-Dec-2024 04:45 PM	Document Download / Sale End Date	10-Jan-2025 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	19-Dec-2024 04:50 PM	Bid Submission End Date	10-Jan-2025 05:00 PM

Tender Documents

NIT Document	S.No		Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf		Tender for Laundry Services for ICMR NIRRH and Clinics	157.29	
Work Item Documents						
	S.No		Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents		Laundry terms and condition - 09-12-24.pdf	Tender for Laundry Services for ICMR-NIRRH and Clinics	157.29

Tender Inviting Authority	
Name	Director, ICMR-NIRRH
Address	ICMR-NIRRH J.M. Street, Parel, Mumbai 400012, Maharashtra.
Tender Creator Details	
Created By	Smita Mahale
Designation	Director
Created Date	19-Dec-2024 04:29 PM



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

NIRRCH
NATIONAL INSTITUTE FOR RESEARCH
IN REPRODUCTIVE AND CHILD HEALTH

**ICMR - National Institute for Research In Reproductive
and Child Health**

Jahangir Merwanji Street, Parel, Mumbai - 400012

**Department of Health Research, Ministry of Health &
Family Welfare, Govt. of India**

Phone: 022-2419 2134 / 2135 Email: stores@nirrh.res.in

File No. Gen/06/2024-2025

December 19, 2024

Tender for Laundry Services for ICMR NIRRCH & Clinics

TECHNICAL SPECIFICATIONS

SCHEDULE OF REQUIREMENTS INCLUDING SPECIFICATIONS

Laundry service is an essential service and full co- operation, commitment, dedication and punctuality are expected from the vendors providing the laundry services. The main objective of the laundry service will be to provide better, properly planned and cleaned laundry supplies.

REQUIREMENTS:

ICMR-NIRRCH has the requirement to launder/dry-clean linen, which comprises of following:

Items Name	Monthly Approx. Qty.
1. Pant -Terry Cotton	150 to 200
2. Shirt -Terry Cotton	150 to 200
3. Aprons Cotton Special	300 to 350
4. Towel Big and Small	40 to 50
5. Bed Sheet -Single and Double	10 to 15
6. Draw Sheet	10 to 15
7. Curtain (White & Colour)	10 to 15
8. Vehicle Suit	1 to 2
9. Bed Spread-Single and Double	15 to 20
10. Napkin	30 to 35
11. Foot Mat	2 to 3
12. Pillow Cover	30 to 35

The above linens are to be collected and delivered to the following locations:

- ICMR-NIRRCH, J.M. Street, Parel, Mumbai -400 012
- International Hostel cum-staff Qtrs. National Bldg. Dr. R.G. Thandani Marg, Sea face, Worli, Mumbai - 400 030.
- Abhyudaya Nagar Clinic, Abhyudaya Nagar, G.D. Ambekar Marg, Kalachouky, Mumbai - 400 033.
- 10 & 11 Kutumb Arogya Kendra, 18A BDD Chawl, Naigaum Dadar, Mumbai - 400 014.
- Ground Floor, J.Wadia Children Hospital O.P.D. A. Donde Marg, Same Bldg. Parel, Mumbai - 400 012.

1. The laundry services are to be operated weekly.
2. The linen to be washed should be collected and washed linen should be delivered in one weeks' time.
3. The collection of used linen and distribution of washed linen will be carried out by the vendor under supervision of the competent authority of ICMR-NIRRH.
4. **The Laundry facility / Office should be located within the jurisdiction of Mumbai District. If the laundry facility is registered outside Mumbai District, Office / Branch of the Laundry / Office should be located in Mumbai District.**
5. RESPONSIBILITY OF VENDOR:
 - i. Collection and transport of dirty linen: Vendor will be responsible for collection of dirty linen from the different locations, as stated above and transport the same to his laundry complex in a covered vehicle.
 - ii. Sorting, processing of used linen with standard laundering processes including folding, ironing and repairing (if required), finishing & packing should be carried out by the vendor.
 - ii. Delivery and distribution of washed linen: the washed linen should be transported in a clean covered separate vehicle (not the same vehicle used for transportation of dirty linen) from laundry complexes of the vendor to respective ICMR-NIRRH locations. The vendor will employ personnel for distributing the washed linen in different user areas. Transportation & delivery of washed clothes.
 - iii. The vendor will be responsible for safe disposal of left chemicals & other washing materials and other garbage produced in his laundry, as per the existing norms of the local and government authorities.
 - iv. Standard universal precautions to be followed while collecting & handling infected/soiled linen. Bio-Medical Waste management rules, wherever applicable will be followed by the vendor in his laundry.
 - v. The vendor should maintain a register about the receipt and delivery of the washed linen and the entry will be verified and authenticated by the officials of ICMR-NIRRH. The same register should be produced at the time of claim of monthly laundry bill.
 - vi. ICMR-NIRRH shall not be held responsible for any loss or damage due to any negligence on the part of the service provider. The general safety & ensuring of fire safety of the premises is the responsibility of the contractor.
6. The interested agencies should have the requisite infrastructures, machineries, vehicles, carts and qualified personnel to provide laundry services in ICMR-NIRRH. No infrastructure, machineries, vehicles, will be provided by ICMR-NIRRH.

Tender for Laundry Services for
ICMR NIRRH & Clinics

TERMS & CONDITIONS:

1. The successful tenderers will have to submit Security Deposit in the form of Demand Draft / Bank Guarantee in favour of Director, ICMR-NIRRH, for 10% of Bid Price which will be retained till the completion of contract period, starting from date of award of the Contract. The Director reserves the right to exempt from said submission at discretion.
2. Security Deposit is subjected to be forfeited, if the successful bidder fails to deliver services as per the requirement of the contract order.
3. **The Laundry facility / Office should be located within the jurisdiction of Mumbai District. If the laundry facility is registered outside Mumbai District, Office / Branch of the Laundry / Office should be located in Mumbai District.**
4. The maximum response time during the Contract period would be 48 hrs. 0.1% of Basic Cost as penalty per week till the warranty would be applicable.
5. The Director, ICMR - NIRRH, reserves the right to call for break-up of the quotation if it is found necessary. Incomplete specifications offered by the tenderer(s) will not be considered and are liable to be rejected.
6. The offers should be kept valid for acceptance for a period up to 31st March, 2025.
7. The payment will be arranged as per existing Government of India Rules and Regulations.
8. The prices quoted shall be firm for the duration of contract period. The tendered price should be quoted as the basic cost, without taxes and duties which may be indicated separately.
9. Conditional offers will not be accepted and liable to be rejected without any further reference.
10. The Director, ICMR-National Institute for Research in Reproductive and Child Health (NIRRH), Mumbai reserves the rights to accept or reject any lowest tender in full or in part of any tender or all tenders without assigning any reasons and cancel the tender at any stage of the tender process.
11. No infrastructure, machineries, vehicles, will be provided by the ICMR-NIRRH. The interested agencies should have the requisite infrastructures machineries, vehicles, and qualified personnel.
12. ICMR-NIRRH reserves the right to cancel the contract agreement or to withhold the payment (which may be deemed fit according to situation) in the event of non-commencement or unsatisfactory performance of the work contract. In such eventuality the institute further reserves the right to get the work done from open market or through other agencies. In such cases, vendor/agency will be blacklisted for a period of 2 years from participating in such type of tender floated by the institute and their earnest money/security deposit will be forfeited.

13. The contract with the selected bidder shall be made initially for a period of one year and extendable on yearly basis based on performance on mutually agreed condition.
14. The bidder/agency selected through this tender shall indemnify the institute against all other damages/charges and expenses for which the institute may be held liable to pay on account of the negligence of the bidder or his employees or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
15. If any information furnished by the bidder is found to be incorrect at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the institute.
16. The bidder shall comply with the labor laws applicable and this Institute shall not be responsible for any litigation/default from agency side.
17. **The complete job of collecting of dirty linens from earmarked place/places to supply of cleaned linens to earmarked place/places shall be carried out by the bidder. (i.e. sluicing, washing, hydro-extraction, drying, repairing of the linens, ironing/calendaring, storing and issue or distribution of cleaned linen).**
18. The tenderer will be wholly responsible for providing laundry services in the institute. The linen must be washed and ironed properly up to the satisfaction of institute authorities. If any defect, damage or deficiency is noticed, payment in part or full may be held & penalty may be imposed.
19. The firm will segregate torn linen at the time of sorting before washing process is commenced & report to designated officer.
20. No escalation of rates quoted will be allowed during the period of contract. The agency will honor the Fall Clause in case it provides services at a reduced rate in any other establishment.
21. The agency/bidder shall not engage any sub-contractor or sublet/transfer the contract to any other agency/person in any manner.
22. Terms of Payment: The monthly bills will be raised by the vendor, based on actual work done during the said month after satisfactory verification by the designated officials and same shall be payable by ICMR- NIRRH.
23. After due evaluation of the bid, Institute will award the contract to the responsive Bidder who has quoted the lowest average price for the services to be rendered.
24. The Bidder should not have been banned / de-listed / black listed / debarred from business by Government of India or any State Governments of India.
25. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Purchaser will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

26. The successful bidder should undertake to extend the validity of the Bank Guarantee, if offered as security deposit and performance guarantee, in case, the tendered work is delayed beyond the validity period of the Bank Guarantee.
27. Any of the disputes if arise between the Supplier/Tenderer and the NIRRCH/ICMR shall be resolved by the sole arbitrator which will be appointed by mutual consent of both the parties thereof failing which one of the Director of other Institute of ICMR in Mumbai (NIIH or NIV) shall be appointed within 30 days from the date of cause of action of dispute and the award as may be given by the sole arbitrator shall be binding on both the parties within the Civil Jurisdiction of Hon'ble High Court of Bombay.

TECHNICAL BID Part-A

Name of the Tenderer:

1. Name of the Agency/firm
2. Address & Contact number of the Agency/firm
3. Name of person, who has signed the tender.
4. Income tax Permanent Account Number (copy should be attached).
5. EPF, ESI & Labour Registration, (valid authentic copy should be attached)
6. Maharashtra Pollution Control Board Registration Certificate (valid authentic copy should be attached)
7. Service Tax registration number (copy should be attached)
8. Specify the number of years in this line of activity by the company
[fill the format given in Annexure-B (Part-B)]
9. Copy of Latest Income Tax Return/Clearance Certificate for FY 2021-2022, 2022-2023 & 2023-2024 (i.e. for Assessment Year 2022-2023, 2023-2024 & 2024-2025).
10. An Undertaking/affidavit duly certified by a Notary that the firm/company has never been blacklisted/acceptance of AIIMS Patna terms and Conditions, copy should be enclosed.

I.....Son of.....resident
of.....who is..... (Proprietor/Partner/Director etc.)
of M/s..... with sound mind and without any pressure. If
any document or information furnished with tender is found forged or fabricated at any time, the
Institute has full right to terminate the contract and forfeit my/our EMD or Performance Security
Deposit.

Signature of Bidder with seal

Place:

Date:

TECHNICAL BID Part-B

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE AND COMPLEXITY

Sr. No.	Name of the contract	Name of the client	Brief Description of the contract	Date of Start	Date of completion as per contract	Date of actual completion	Value (Rs.)
1							
2							
3							
4							
5							

Note: Please attach/enclose supporting documents for the above information.

Signature of the Bidder with seal

Name

Designation

Date

Place